

# Personal Relationships Policy

*We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.*

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋਤੁਹੀਣੀ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jecnaan lahayd in warbixintan lagugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

Approval body	<i>Group Executive</i>
Date of approval	<i>Jan 2018</i>
Review Year	<i>2022</i>
Customer engagement required	<i>No</i>
Trade union engagement required	<i>Yes – For Consultation</i>
Equality Impact Assessment	<i>No</i>

## POLICY PURPOSE AND APPLICABILITY

This policy provides advice and guidance to employees to WHG on personal relationships.

This policy applies to all employees to WHG. It does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment. This policy may be amended at any time in consultation with our recognised Trade Unions and covers the following:

- Section A Personal Relationships Page 2
- Section B Personal Relationships Between Staff Page 3

## SECTION A - PERSONAL RELATIONSHIPS

## Introduction

A “personal relationship” is regarded as an intimate relationship between two persons of a different or the same sex. A difficulty in respect of a “personal relationship” will be considered to have arisen when the relationship potentially leads to a breach of one of WHG’s policies or when the parties leave themselves vulnerable to such allegations.

WHG expects that employees and management board and management committee members ensure that they are not in a position where their duties to WHG and their personal interests may conflict.

## General Guidance

Everyone involved in WHG needs to achieve and maintain effective working relationships with colleagues, management board and management committee members and external contacts, including WHG's tenants. Employees should ensure personal integrity and maintain objectivity and professionalism of the highest standards without favouritism.

We recognise that strong personal relationships and friendships start and grow from working relationships, and that many couples meet through their employment and associated networks. While strong personal relationships and friendships will often have no adverse impact on employee's work, they do have the potential for creating problems with the management of our business.

Close personal relationships could potentially present problems in the following ways:-

- Allegations of favouritism (e.g. in recruitment, internal promotions or decisions on training or conferences); and
- Allegations of bullying and harassment (e.g. unwanted attention, after the break-up of relationships etc).

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## **SECTION B - PERSONAL RELATIONSHIPS BETWEEN STAFF**

### ***Prohibition***

WHG does not prohibit personal relationships between staff.

### ***Declaration/Self-Regulation***

Employees to WHG and Management Board and Management Committee members are to decide when it is appropriate to declare a relationship to their respective line manager. This situation can then be monitored to ensure that it does not interfere with the relevant individuals' work; that no bias or favouritism is permitted; and, especially where a relationship has broken down, that all relevant policies are complied with.

### ***Personal Relationships within Reporting Line Structures***

Managers are expected to treat all staff in the same professional manner. This should be expected to continue if they are close friends or in a relationship with one of their staff. If a declaration of a personal relationship is made, a more senior officer may monitor the situation to minimise any instances of favouritism or unfair advantage.

### ***Married Couples***

WHG does permit married couples to work together as long as no conflicts of interest arise and that this is not prohibited by any relevant legislation.

Where married couples are seconded to WHG, there may be circumstances where conflicts of interest or practical issues arise (such as the application of the disciplinary policy or the scheduling of concurrent annual leave, for example). Employees are expected to discuss such issues with their line manager to identify and agree how to deal with any concerns.

### ***Breakdown in Relationships***

There will inevitably be difficulties on the breakdown of a relationship. In such circumstances, the situation will be monitored, normal standards of behaviour will be expected and WHG's Dignity at Work Policy must be complied with.

### ***Physical Contact***

WHG prohibits inappropriate and excessive physical contact between employees at work to ensure that their colleagues are not made to feel uncomfortable.

### ***Office Parties / Staff Nights out***

Normal standards of behaviour should be maintained at Office Parties / Staff Nights out and any inappropriate behaviour will be dealt with in line with WHG's Policies.

### ***Harassment***

WHG's Dignity at Work Policy clearly details the process for dealing with harassment allegations.

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